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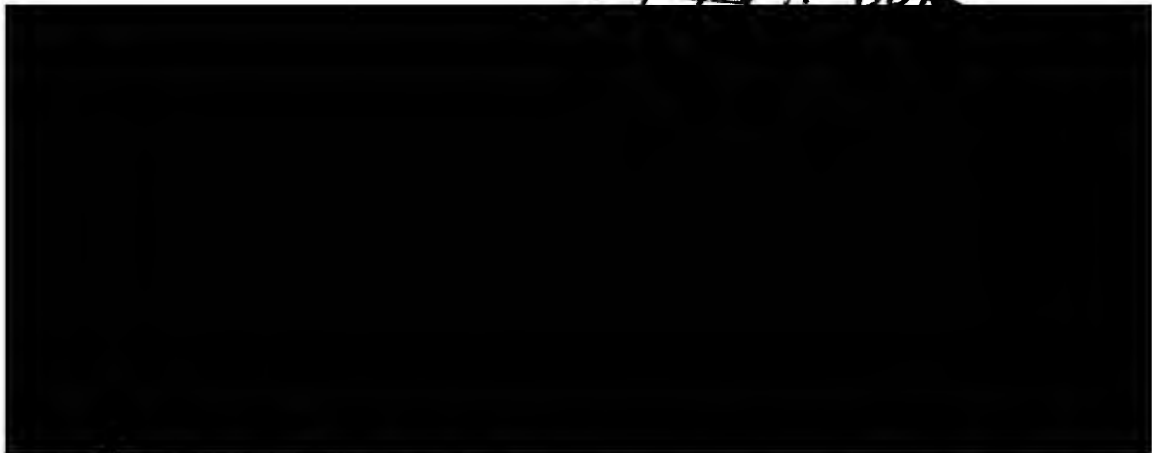
DTR

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Executive Assistant to DCI  
Director of Training  
Weekly Summary Report

Document No. 110  
NO CHANGE in Class. ☐ 24 August 1953  
☐ DISCONTINUED  
Class. C. SECRET TS S (C)  
IAA Memo, 4 Aug 57  
Auth: DDA REG. 77/1763  
Date: 27/01/58 By: DDA

25X1A14a



25X1A9a

2. By contrast, the 24 August running of the Clandestine Fieldcraft Activities Course has a final enrollment of eighteen students. This is the course which was cancelled in May for lack of students and for which, at the direction of [REDACTED] a special effort was later made throughout the DO/P complex to provide a sizeable enrollment.

25X1A9a

25X1A2d2

25X1A6a

3. [REDACTED], Chief of the OTR Film Unit, has left for California to begin work on the Air Operations film, as the result of the approval of Project [REDACTED]. Shooting is expected to begin about 15 September and will take eight or nine weeks. The Film Unit is also beginning preliminary work on the film or films for use in Phase II, the tradecraft course.

4. The heavy demand for training of administrative personnel has led to the scheduling of two distinct courses to be given simultaneously beginning 8 September by the same staff: the regular Administration Course for clerical personnel and an extra running of the Administrative Support Course for administrative officers.

5. Arrangements have been made to include a qualified representative of O/P in a course conducted by the [REDACTED] for members of the Armed Forces on the subject of Petroleum Production and Distribution. The course is intended for experienced petroleum officers as a refresher course and an introduction into current methods. A similar course is conducted by the U. S. Navy Bureau of Supplies and Accounts at Norfolk, Virginia, for which a CIA candidate has been nominated.

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6. The Office of Research and Reports has submitted additional requirements to the Office of Training for the development of technical courses in the field of petroleum. In line with this request, OFR has received an announcement from the Office of the Quartermaster General advising that a thorough survey course in Petroleum Production and Handling is conducted by the Quartermaster General's Office in Jersey City.

7. The Office of Training has recently received an invitation to include CIA representatives in a 1-week course in Preventive Maintenance conducted at frequent intervals at the Aberdeen Proving Ground by the Chief of Ordnance.

8. During the week, special speakers assisted the Office of Training in its Twelfth Basic Intelligence Course. They were: Dr. Allan Evans, Director of OIR, Department of State; Major Heath Bottomly, Joint Staff of the Joint Intelligence Committee; and Dr. Horace Craig, Jr., Psychological Strategy Board.

9. A total of 58 persons attended the weekly indoctrination program on 19 August 1953. Of this number, three were from the Estimates Staff and five were from the Targets Section of the Directorate of Intelligence, USAF.

25X1A12

11. The Reading Improvement Branch reports good progress in the experimental French Reading Course being given to a group of HEC trainees. The results of the first three tests were as follows:

Test I	199 wpm	60.4% comprehension
Test II	223 wpm	63.4% comprehension
Test III	259 wpm	60.3% comprehension.

12. Junior Officer Trainee Assignments

25X1A8a

25X1A9a

a. [REDACTED] began on-the-job training with FM [REDACTED] on Monday, 17 August 1953.

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b. after completing a special tour of two weeks with [REDACTED] III was assigned to that Division on Monday, 17 August 1953, for on-the-job training.

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c.

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- d. Following an interview [redacted] during which the Junior Officer Training Program was outlined, arrangements were made to provide his office with specially qualified J.O.T.'s for temporary and permanent assignment as seemed wise in each case.

25X1A9a

13. During the past week, the Language Laboratory was used to a total of 291 hours, 107 hours of which were outside the normal working day.

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14. A team of Logistics Office and DO/P personnel is scheduled [redacted] for three days to be indoctrinated in Agency supply procedures and to assist in revising existing procedures to comply with the forthcoming new Handbook [redacted]

25X1A

25X1A14a



16. Students presently in full-time OTR courses	
in CIA installations . . . . .	295
Students presently in part-time OTR courses	
in CIA installations . . . . .	349
Students presently in full-time external training .	97
Students presently in part-time external training .	<u>142</u>
GRAND TOTAL . . . . .	883.

MATTHEW BAIRD

MB:afw  
cc: DO/P  
AL/I  
AM(GCSO)

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